

Commonwealth Health Research Board Meeting Minutes for May 16, 2013

DRAFT

Members in Attendance:

Robert S. Call, M.D., Chairman
George E. Broman, M.D., Vice Chairman
L. Matthew Frank, M.D.
Cynda A. Johnson, M.D., M.B.A.
[via Skype from Dubai, United Arab Emirates]
Cynthia E. Keppel, Ph.D.

Members Absent:

Others in Attendance:

Anne C. Pace, M.P.A.
James F. O'Donnell, Ph.D.
Carlos E. Caban, Ph.D., M.P.H.
Carla R. Collins

Karen Hendricks-Munoz, M.D., M.P.H.
Michael Neale, Ph.D.
Rebecca Heise, Ph.D.
Ellen Keeley, Ph.D.
Dongfeng Pan, Ph.D.
Maria Craig, Ph.D.
Laurie Wellman, Ph.D.
Diane Duffy, Ph.D.
Stephen Deutsch, M.D., Ph.D.
Michael Leopold, Ph.D.
Elizabeth Gilbert, Ph.D.
Deborah Kelly, Ph.D.

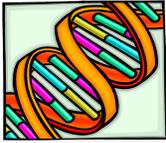
CHRB Administrator
Scientific Consultant
Scientific Consultant
Assistant Attorney General - III
Office of the Attorney General
Virginia Commonwealth University
Virginia Commonwealth University
Virginia Commonwealth University
University of Virginia
University of Virginia
Mary Baldwin College
Eastern Virginia Medical School
Eastern Virginia Medical School
Eastern Virginia Medical School
University of Richmond
Virginia Polytechnic Institute and State University
Virginia Polytechnic Institute and State University

Call to Order:

Chairman Dr. Robert S. Call called the meeting to order at 10:00 a.m. The meeting was held at the Gottwald Science Center, University of Richmond, 28 Westhampton Way, Richmond, Virginia 23173. A quorum was present for the transaction of business throughout the meeting.

Approval of Minutes:

Dr. Call moved to approve the minutes of the April 11, 2013 meeting. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously.



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CLOSED SESSION: FY 2013/2014 CHRB Grant Process Step Three: Presentation of 4 Full Proposals to the Board

Dr. Call moved that the Board go into closed session pursuant to Virginia Code § 2.2-3711 (A) (30) for the purpose of discussion or consideration of grant application records excluded from the Virginia Freedom of Information Act pursuant to subdivision 17 of § 2.2-3705.6. The motion was seconded by Dr. Frank. The motion was voted upon and passed unanimously.

Dr. Call moved that the Board reconvene in open session. Dr. Broman seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.

CERTIFICATION

WHEREAS, the Commonwealth Health Research Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Commonwealth Health Research Board certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

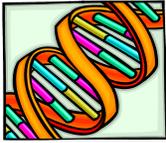
A roll call vote of members present approved this resolution unanimously.

Dr. Call made a motion to allow Dr. Alireza Hosseini, Eastern Virginia Medical School, to keep CHRB grant funds that were expended through March 7, 2013 which amounted to \$49,243.89 and return unexpended funds in the amount of \$25,756.11 which is the difference between the initial disbursement of \$75,000 and the amount expended through March 7, 2013. The final projected grant payment in the amount of \$25,000 will not be made. The motion was voted upon and passed unanimously.

CLOSED SESSION: Personnel and Budget Discussion

Dr. Call moved that the Board go into closed session pursuant to Virginia Code § 2.2-3711 (A)(7) and 2.2-3711 (A)(1) for the purpose of consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Board, and consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel regarding a personnel matter pursuant to Virginia Code § 2.2-3711(A)(1) and for the consideration or discussion of personnel records excluded from the Virginia Freedom of Information Act pursuant to subdivision 1 of § 2.2-3705.1.

Dr. Broman moved that the Board reconvene in open session. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.



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A roll call vote of members present approved this resolution unanimously.

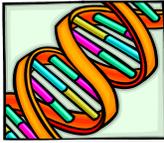
Dr. Broman moved that the Board approve the proposed FY 2013/2014 CHRB Administrative Budget in the amount of \$185,483.75. The approved CHRB administrative budget includes \$16,154.57 [rounded to \$16,200] for fiscal services provided by the Department of Accounts [DOA] to the Board. A breakdown of the DOA fiscal fee is provided in Attachment A. The contents of Attachment A are incorporated here by reference as if fully set forth here. The approved CHRB administrative budget includes a 2% salary increase and corresponding fringe benefits for the Administrator, Anne Pace, and includes an increase in hours for the scientific consultants to 162 hours each at \$100 per hour. This increase in total hours is related to the decision made by the Board for both scientific consultants to review all full proposal submissions. [Previously, the scientific consultants each reviewed one half of the full proposal submissions.] Lastly, the approved administrative budget includes \$5,000 for services provided to the CHRB by the Office of the Attorney General. The Board also delegated authority to Dr. Call and authorized him to complete a performance review of the CHRB Administrator and to develop any contracts or contract amendments necessary to establish the scope of work, compensation, and terms and conditions governing the scientific consultants as independent contractors of the CHRB.

Grant Funding Available for FY 2012/2013 CHRB Grant Awards

Administrator Pace distributed an Excel spreadsheet entitled, *Outstanding CHRB Grant Expenses as of May 2013*. This spreadsheet provides outstanding grant expenses for current year grant awards and funding obligations for years forward. The spreadsheet also reflects the 5-year average market value amount of \$27,438,259 provided by the Virginia Retirement System [VRS]. This amount is the average market value of the prior five calendar years. Mrs. Pace provided scenarios ranging from 3.2% to 6.0% and the respective grant funding available for grant awards [minus VRS and CHRB administrative expenses].

FY 2012/2013 YTD CHRB Administrative Expenses and Grant Payments [through April 30, 2013]

Administrator Pace provided the Board with FY 2012/2013 year-to-date administrative and grant expenses through April 30, 2013. The fiscal year 2012/2013 began on July 1, 2012 and ends on June 30, 2013. Actual expenditures for FY 2012/2013 year-to-date through April 30, 2013 were \$154,546.66 or 91% of the \$169,900 budget, with the greatest expenditures being for salaries [CHRB Administrator], management services [scientific consultants], and fiscal services [amount paid to the Department of Accounts]. FY 2012/2013 grant disbursements were \$ 803,179.77 with the majority of the funds being disbursed in July 2012 for initial grant payments.



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CLOSED SESSION: FY 2013/2014 CHRB Grant Process Step Three: Presentation of 8 Full Proposals to the Board

Dr. Call moved that the Board go into closed session pursuant to Virginia Code § 2.2-3711 (A) (30) for the purpose of discussion or consideration of grant application records excluded from the Virginia Freedom of Information Act pursuant to subdivision 17 of § 2.2-3705.6. The motion was seconded by Dr. Keppel. The motion was voted upon and passed unanimously.

Dr. Call moved that the Board reconvene in open session. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.

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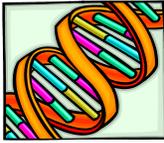
WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Commonwealth Health Research Board certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

A roll call vote of members present approved this resolution unanimously.

Dr. Broman made a motion that the following 5 principal investigators receive a CHRB grant award for FY 2013/2014. Dr. Keppel seconded the motion. The motion was voted upon and passed unanimously. Mrs. Pace will contact the following principal investigators regarding the outcome of the Board’s decisions. She will also provide reviewer comments [from the full proposal submission] to those principal investigators who will not receive a grant award.

Institution	Principal Investigator	Grant Title
Eastern Virginia Medical School	Stephen Deutsch, M.D, Ph.D.	Identifying NMDA Receptor Interventions for the Treatment of Impaired Sociability in Autism Spectrum Disorders using an Automated High-Throughput Screening Technology
Virginia Commonwealth University	Rebecca Heise, Ph.D.	Development of Extracellular Matrix Hydrogels for Lung Regeneration
University of Richmond	Michael Leopold, Ph.D.	Amperometric Biosensors Incorporating Nanoparticle Networks: Monitoring Sepsis using Lactate Measurement
Virginia Commonwealth University	Michael Neale, Ph.D.	Whole Exome Sequencing to Improve Stem Cell Transplant Outcomes



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Institution	Principal Investigator	Grant Title
Eastern Virginia Medical School	Laurie Wellman, Ph.D.	Oxytocin and Exposure Therapy: A Novel Approach for Treating PTSD

The Board approved second- year funding for the following grant awards:

Institution/ Organization	Principal Investigator	Grant Title
University of Virginia	Stuart Berr, Ph.D.	Development of Biomarkers that Target Tumor Associated Macrophages
Carilion Medical Center	Michael Boyd, M.D.	Genetic Reassessment after Induction in Advanced Non-small Cell Lung Cancer
Virginia Commonwealth University	Raymond Colello, D.Phil.	Enhancing Axon Regeneration and Quality of Life Following Spinal Cord Injury

Other Business to Come Before the Board:

[1] CHRBR Proposed Grant Related Documents:

- CHRBR Grant Guidelines FY 2014/2015 and effective July 1, 2013
- CHRBR Policies and Procedures effective July 1, 2013
- CHRBR Grant Agreement effective July 1, 2013
- CHRBR By-Laws effective July 1, 2013

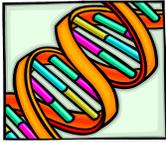
Dr. Call made a motion to approve the above mentioned CHRBR documents which contain all revisions recommended through May 16, 2013 and adopted by the Board. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously.

[2] CHRBR Audit for fiscal years 2010/2011 and 2011/2012:

The Auditor of Public Accounts [APA] provided the following audit summary for the Commonwealth Health Research Board:

- proper recording and reporting of all transactions, in all material respects, in the Commonwealth Accounting and Reporting System;
- no matters involving internal control and its operation necessary to bring to management’s attention; and
- no instances of noncompliance with applicable laws and regulations or other matters that are required to be reported.

Dr. Broman made a motion to approve the CHRBR Audit for fiscal years 2010/2011 and 2011/2012. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously.



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[3] Updates on proposed CHRB Webinar in lieu of Grants Workshop

Mrs. Pace reported that she is working with the Department of Accounts Information Technology staff regarding a proposed CHRB Webinar. Due to the fact that the approved FY 2014/2015 CHRB Grant Guidelines [effective July 1, 2013] must be posted to the CHRB Website by July 1, 2013, Mrs. Pace suggested that information regarding the upcoming grant process be provided on the CHRB Website in a PowerPoint format. For the next grant process, FY 2015/2016, a CHRB Webinar [pending Board approval] could be implemented with interactive sound. Mrs. Pace will provide the Board with updates throughout the year on this effort.

[4] CHRB Annual Report FY 2011/2012

Mrs. Pace reported that the FY 2011/2012 CHRB Annual Report has been finalized and will be distributed to the Board members for their review and edit. When finalized, Mrs. Pace will distribute hard copies of the annual report to past grant recipients and applicants [within the last year or two]. In an effort to reduce printing costs, postcards will be distributed to other interested parties indicating that the CHRB Annual Report is available in electronic format on our website.

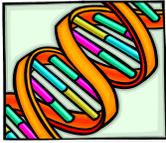
[5] Updates on Virginia Public Records Management: Retention and Disposition Schedule for CHRB Records

Mrs. Pace is continuing to work with the Library of Virginia to finalize a plan to dispose of the CHRB paper records after scanning the original documents and will forward the plan to the members for their review and approval. Once approved by the members, Mrs. Pace will proceed with scanning original documents of past grant application and award information to reduce large volumes of paper copies of this same information.

Next meeting:

Dr. Call moved that the meeting be adjourned. The motion was seconded, voted upon and passed unanimously by the Board. The meeting adjourned at 4:30 p.m.

The Board's next meeting will be **Thursday, December 12, 2013** in Richmond, Virginia at a location yet to be determined; but likely to be held at the Medical Society of Virginia [MSV] in the second floor Boardroom or at the Gottwald Science Center Conference Room at the University of Richmond. The meeting will begin promptly at 10:00 a.m. At this meeting the Board will review the concept papers submitted, as part of the 2014/2015 grant process, and the review panel's recommendations regarding which ones should be developed into full proposals. The Board then will determine which Principal Investigators will be asked to submit full proposals.



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Attachment A

Service	FY 2013/2014 Budget [Annual Costs]	Description of Service
Payroll Service	\$110.00	Cost to process payroll checks/direct deposit for Administrator
Rent	\$4,827.42	Cost to rent office space at DOA/Monroe Bldg.
Liability Insurance	\$100.48	Cost for liability insurance for Administrator
Workers Compensation	\$102.90	Cost for workers compensation for Administrator
Telephone	\$174.00	Telephone costs for Administrator
Caller ID	\$31.44	Telephone costs for Administrator
Voice Mail	\$42.60	Telephone costs for Administrator
Fax: [CHRB Printer/scanner/fax machine]	\$176.28	Costs related to the CHRB printer/scanner/fax machine. Telephone line for fax machine.
PC Hardware	\$503.64	Virginia Information Technology Agency [VITA] Computer costs for Administrator
PC Support	\$360.60	[VITA] Computer costs for Administrator
Help Desk Services	\$160.20	[VITA] Computer costs for Administrator
VITA-mailboxes	\$175.56	[VITA] Computer costs for Administrator
Network Access	\$171.72	[VITA] Computer costs for Administrator
Fiscal Services	\$1,250.52	CHRB vouchers processed: grant disbursements, travel reimbursements, payment to scientific consultants, etc.
Go to my PC	\$116.16	Access to Administrator's CHRB computer from offsite location
Administrative Support: purchasing, mail, maintenance and technical	\$1,168.96	Costs related to purchasing CHRB supplies, UPS mailings, printer maintenance and technical assistance to the Administrator
Human Resources: DOA leave	\$27.82	Human Resource costs related to Administrator position.
Human Resources: DOA other	\$50.00	Human Resource costs related to Administrator position.
Systems Support: Web/Data Base	\$5,200.00	52 hours x \$100 per hour for CHRB website support
Director, Supervisor: download reports, Year-end reporting	\$1,404.27	Assistance to CHRB Administrator: monthly and as requested fiscal reports for CHRF appropriation, cash and expenses. Year end reconciliation.
Total FY 2013/2014 Service Fee	\$16,154.57	